

**MINUTES OF THE  
Basalt Regional Library Board of Trustees Meeting  
September 19, 2016 @ 5:15 P.M. in the Community Room**

**Call to order:** Carolyn Kane called the meeting to order at 5:19 p.m.

**Members Present:** Carolyn Kane, President; Ann Stephenson, Vice President; Karen Hillebrand, Treasurer; Heather Manolakas, Secretary; Dick Hampleman, Trustee; Michael Latousek, Trustee

Also present were Barbara Milnor, Director; Sandy Dexter, Administrative Assistant; Kim Clinco, Bookkeeper; Linda Crossland, Friends of the Library; Karen Barch, newly approved Board appointee, still to be ratified

**Citizen Comments:**

**Friends of the Library:** Linda Crossland, President: The Friends funded two databases, "Student Resources in Context" and "Research in Context," two new laptops for the children's staff, new covers for seating in the children's section, and the Early Literacy program.

**Library Foundation:** Linda Crossland reported in Helene Slansky's absence: The Foundation received \$700.00 in memorial donations for Randy Colman. A stamp will be made that says, "Purchase made with Randy Colman donations." Other donation, grants, and fundraising events brought total income to \$4,115.18 through the end of 2016. Linda handed out profit and loss statements for the Friends and Foundation to the Board Members.

**Karen Barch, BRLD Election information:** "Yes" Committee: A 4-color handout and bookmarks are due this week. Karen is working on the website and Facebook page and advertising will be done on Facebook. There is a good core group of volunteers but more are needed. Some money has been raised, but more is needed for essentials to get the word out. Karen Hillebrand asked about a shredding fundraiser where people pay for each box of papers they want shredded. Contact information was given to Karen Barch who will check into this.

**Approval of the August 15, 2016 Regular Board Meeting Minutes:** Dick Hampleman moved and Ann Stephenson seconded the motion to approved the August 15, 2016 Board Meeting Minutes. The motion carried with five ayes and one abstention.

**Approval of the August 22, 2016 Special Board Meeting Minutes:** Karen Hillebrand moved and Ann Stephenson seconded the motion to approve the August 22, 2016 Special Board Meeting Minutes. The motion carried with five ayes and one abstention.

**Director's Report: Barb Milnor:**

- LED light project: Michael Latousek will report on this later
- New District Map: The Basalt Library District boundaries were incorrect on the old map although the county boundaries were correct. A corrected map has been posted in the Library outside of Barb Milnor's office. Carolyn Kane pointed out that the new map doesn't show which part of the map is Pitkin County and which part is Eagle County. Barb will contact Mary Lackner at Pitkin County to get this fixed.
- Sample ballot from Eagle County: Barb passed around a copy of the Eagle County ballot. Basalt Library is listed as 4A on the ballot.

- DVD checkouts: New DVD checkouts have dropped since those that are more than one-year-old were moved to the general DVD collection. In the future, we will leave movies on the new shelf longer, since patrons find it more convenient to look there for movies.
- Statistics for resort libraries: Barb passed out a spreadsheet showing comparisons between five resort libraries, including Basalt Regional Library. It was noted that annual library visits, circulation and program attendance has flattened at these five libraries.
- People counter: Anne Darby is getting bids on a new people counter. The old counter no longer works and it is unknown when it quit working. Anne would like an infrared counter which she says is the most accurate and requires the least maintenance. A proposal will be presented to the Board at a future meeting.

#### **Board Comments:**

- Barb Milnor introduced Karen Barch, the new Board appointee. Karen has been doing a lot of work with the "Yes Committee." She is waiting to be ratified by Pitkin and Eagle Counties.
- Dick Hampleman reported that donations have been made for five telescopes. Donors are Heather Manolakas, David Olmsted, Frank Woods, Denise Latousek, and Dick Hampleman. One telescope has been received so far and four more have been ordered. Dick was able to introduce the Library Telescope Program and show the telescope at David Aguilar's book signing. Several patrons asked to be placed on a waiting list. Library staff is working on checkout procedures. Books and instructional DVDs will be provided. Dick would also like to see some programming set up showing use of the telescopes and possibly some classes in how to make telescopes.

#### **Committee Reports**

##### **Finance Committee: Karen Hillebrand, Chair:**

Karen has approved the LED lighting expenditure

Two 2017 Budgets, Plan A and Plan B, will have to be presented in a public meeting. Karen hopes to schedule the Public Budget Hearing for October 17, 2016 at 4:00 p.m. prior to the regular Board Meeting. The October Finance Committee Meeting was changed to October 10, 2016.

*Balance Sheet:* As of August 31, 2016 The General Operating Fund Balance was \$1,373,855.69, the Bond Repayment Fund balance was \$1,263,271.90, and the Capital Reserve Fund Balance was \$297,901.43. Financial reports reflect the year-end adjusting entries for December 31, 2015 based on the audit. Kim Clinco, Bookkeeper, explained that after the adjusting entries were completed, the beginning Bond Fund balance was reduced slightly due to a reporting difference. Before the bond was refinanced, there were some escrow funds that were included in the bond as a lump sum. Kim had recorded those per year, so the auditor made an adjustment. There is one discrepancy that Kim is trying to reconcile with the Capital Reserve Fund. The 2015 records show that we allocated \$20,000, but the auditor's report is not recognizing that. Kim is contacting the auditor about this. On the positive side, the General Operating Fund was increased by almost \$80,000 because some of the books that are recorded in the Operating Fund under collections are capitalized during the audit.

*General Fund:* We are at approximately 66% of our budget year. Total income is at 94.81% because we have received most of our Mill Levy for the year. We have also received Restricted Fund Income from the Friends and Foundation that we don't budget for putting Total Contributions at 160.56%. On the expenses side, service agreements and subscriptions put some items over budget as does the billing of treasurer's fees by the two counties. Facilities and Utilities expenses are very close to budget as is Total Collections. Total Payroll is slightly under budget at 60.52%. Total Operating Expenses are at \$808,932.23 which is 60.53% of the annual budget. The \$40,000 allotment has not yet been allocated to the Capital Reserve Fund.

**Bond Repayment Fund:** Interest earned is \$2,562.12, Eagle County Mill Levy Income is \$464,071.15 which is 95.82% of budget, and Pitkin County Mill Levy Income is \$416,383.38 or 97.21% of budget. Treasurer's fees are \$34,964.88 or 97.14% of the annual budget. The Bond Interest paid so far this year is \$95,346.88 or 50% of the budget. The next payment isn't due until November.

**Capital Reserve Fund:** Interest earned was \$1,181.43. There were no capital reserve expenses and the Capital Reserve allocation for the year has not yet been made.

**Maintenance Detail:** Grizzly Creek did cleaning of upholstery for \$225.00 and Orkin Pest Control was \$102.72 bringing maintenance expenditures to \$327.72.

**2017 Draft Budgets:** Kim Clinco reported

**Plan A (will only be implemented if the Ballot Measure passes):** The total 2017 draft budget will increase up to 3% over the 2016 budget. Total income will include the \$350,000 increase if voters pass ballot measure 4A.

**Plan B (will be adopted if the Ballot Measure fails):** The budget will not include the \$350,000 increase in funding. Total income will be at \$1,136,343.21 which is only a 1.15% increase over 2016 due to a slight increase in Eagle County valuations.

The Board will review the 2017 Budget at the October Finance Committee Meeting. If the two budgets are ready for presentation, the Public Budget Hearing will be scheduled for October 17 and a public notice will be advertised.

**Capital Reserve Study:** Karen Hillebrand recommended we move forward with Association Reserves at \$3,840.00 for a full reserve study because they came in with a much lower bid for the same service. Agreement from the other Board Members was unanimous.

**Facilities Committee: Dick Hampleman, Chair:** Change to LED lamps. LED lamps are more efficient and require less maintenance and are, therefore, more cost effective in the long term. The ballast is being bypassed as it is thought to cause bulbs to burn out more frequently. Matthew Shmigelsky from CLEER is doing a walk through Tuesday morning, September 20<sup>th</sup>.

**Personnel Committee: Ann Stephenson, Chair:** Barb asked that her evaluation be open to the public rather than in Executive Session. Ann handed out a copy of the Director Evaluation Summary to the Board Members. All comments are included. Evaluations from the Board, Foundation, and Friends were overwhelmingly positive. Barb is addressing the people counter issue, she has provided statistical comparisons with other resort libraries, and she has been fiscally responsible in putting together two budgets for 2017, one based on the ballot issue passing and the other if the ballot issue should fail. Heather Manolakas reported that Staff evaluations were mostly positive. There was one negative survey with no comments, and given time survey was taken and time spent on survey, person taking survey may not have actually paid attention to questions. Staff would like to have professional development time scheduled as in the past, but we currently don't have the staff to justify this, so it will be handled at the Director's discretion, for instance, on an employee basis or project basis. Evaluations also showed staff concerns not being addressed in a timely fashion. This is a time-issue, which Barb recently addressed by promoting two employees, Erin Hollingsworth and Berenice Forrest, as Associate and Assistant Directors to assist with handling staff and other issues.

**Strategic Planning Committee: Carolyn Kane, Chair:** This is the last week of the Farmer's Market. Volunteers are needed to set up, take down and man the booth. Board members can't spend public funds on the campaign, but there is no limit on Board Members spending personal funds on this campaign. The campaign is very short on money. There is no money for yard signs or posters. There are only five people working the entire campaign. Volunteers are needed desperately.

**Action Items:**

**Discussion and vote to extend Director's contract:** It was noted that after the vote the contract is fashioned for the next year. Heather Manolakas moved and Ann Stephenson seconded the motion to extend the Director's contract to 2017. The motion carried with five ayes.

**Discussion and possible vote to select Capital Reserve Study provider:** Associate Reserves came in with the lowest bid for the same services. Their bid was \$3,840 an increase of \$80 over last year's bid. Karen Hillebrand moved and Dick Hampleman seconded the motion to approve Association Reserve's bid for the Capital Reserve Study and to move forward with the study. The motion carried with five ayes.

**Adjournment:** Ann Stephenson moved and Karen Hillebrand seconded the motion to adjourn. The motion carried with 4 ayes. Carolyn Kane adjourned the meeting at 7:24 p.m.

Respectfully Submitted,

  
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Heather Manolakas, Secretary

11/4/14  
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Date